

Halifax Community College

Undergraduate certificate in Office Administration Program Length: 12 months

[Print](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$3,158 for in-state tuition and fees

\$10,646 for out-of-state tuition and fees

\$1,750 for books and supplies

Other Costs

[Visit website for more program cost information](#)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

First-Line Supervisors of Office and Administrative Support Workers

Licensure Requirements

The following do not have licensure requirements for this profession:

North Carolina

Additional Information

Date Created 6/11/2018

These disclosures are required by the U.S. Department of Education